

SHELTON STATE COMMUNITY COLLEGE
BROOKS-CORK LIBRARY
MEMORANDUM

TO: Arthur Howington
FROM: Debbie Grimes
RE: Cost-Effectiveness in the Library-FYI
DATE: October 21, 1998

Just for the record, here is a list of the cost-effective measures we have recently taken in the library. We initiated the savings both to reduce our costs and to cover increased costs for services in other areas. These measures also qualify as completing the "institutional effectiveness cycle" of making improvements as a result of evaluation.

1. We changed from a dial access to WWW account for SOLINET, where we get our cataloging. This saved us the annual dial access fee. In addition, staff members keep records of the time used to stay within the monthly allotment at reduced rates. We have just found out that we can reduce this cost even more by using new software (available free) to do catalog entries off-line and access the database via WWW for very brief periods just for uploading and downloading.
2. We dropped about \$2000 in periodical subscriptions, which just about covers the annual cost inflation rate for this year.
3. We switched all subscriptions for the Fredd Campus, formerly carried through the main library account at EBSCO, to a separate account for the Fredd Campus, funded with Title III.
4. We dropped several microfilm subscriptions and print index subscriptions. These included the costly New York Times microfilm subscription and the accompanying print index subscription as well as some old standards (Reader's Guide, Social Sciences Index, Humanities Index, Biography Index, etc.). This resulted in a savings of almost \$6000, which was then used to subscribe to Expanded Academic Index, which provides indexing and full-text articles to 750 periodicals (covering 100% indexing of the print indexes we dropped) as well as six months of the New York Times.
5. Realizing that a greater percentage of the book budget was going to standing orders (primarily reference books), we evaluated our current standing order service through Midwest Library Services. We decided to eliminate some titles from annual standing orders and purchase them only every two or three years. We eliminated titles that are now available at no cost over Internet and changed to direct standing orders from the publisher. These changes resulted in cost-savings that can be used to shift purchases toward more circulating books.
6. Because it is cheaper, we changed from CD subscription to WWW subscription to NewsBank, a popular full-text database. With the savings, we expanded coverage to NewsBank Renaissance, for arts and humanities (to match the college's commitment as "the community college of the arts").
7. Chuck Boening has completed all of the system administrator training for Dynix. Once he takes the test and is certified, we will be eligible for discounts on our maintenance contracts with them. In addition, his increased knowledge has led to cost savings in troubleshooting and maintaining equipment as well as in making cost-effective choices for repairs and new equipment.

